



## District Attorney Investigator II

Recruitment #06-1802-0138

**Salary: \$4,435 - \$5,388 Monthly (plus 3.5% increase in December 2006)**

**Date Opened: 8/3/2006 7:30:00 AM**

**Filing Deadline: 8/16/2006 4:00:00 PM**

Job Type: Open

Analyst: Larry Gomez

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### INTRODUCTION

**Written exam tentatively scheduled for the week of August 28, 2006.**

**The Fresno County District Attorney's Office** is currently recruiting individuals for the position of District Attorney Investigator II. DA Investigators conduct investigations into allegations of welfare fraud; non-support of children and child abduction; may perform criminal and civil investigations; and perform related work as required.

The District Attorney's Office is responsible for the prosecution of all criminal violations of state and local laws and the investigation and filing of criminal or civil cases. The Investigator classification series is utilized in the Bureau of Investigations which is divided into four divisions: Major Crimes, Family Protection, Financial Crimes and Public Aid Investigations.

**Successful candidates** will possess knowledge of laws governing family support, child abduction and welfare fraud, modern investigation techniques and procedures, rules of evidence, search and seizure, laws of arrest, and court procedure; strong oral and written communication skills; ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public; and a high degree of maturity, integrity, and good judgment.

**As a condition of employment, candidates must undergo and pass a thorough and detailed personal background investigation, medical, psychological and polygraph examination. These investigations include employment/credit histories, arrest/criminal records, drug/alcohol use, and personal conduct. This list is neither inclusive nor exclusive.**

### MINIMUM QUALIFICATIONS:

- |                     |   |
|---------------------|---|
| <b>Experience:</b>  | One (1) year of full-time, paid work experience equivalent to that gained as a District Attorney Investigator I in Fresno County (see samples of duties listed below for possible qualifying experience). |
| <b>Certificate:</b> | Possession of a valid Basic Certificate issued by the State of California, Department of Justice, the Commission of Peace Officer Standards and Training.   |
| <b>Age:</b>         | At least twenty-one (21) years of age.  |
| <b>License:</b>     | A valid California Class "C" or "B" Driver License.   |

**Other:** Under California Penal Code Section 830.1, the District Attorney Investigator II classification is defined as a Peace Officer. Therefore, candidates must be able to meet all pre-employment as well as ongoing peace officer status requirements pursuant to federal, state and local legislation.

#### **SAMPLES OF DUTIES:**

- Performs field investigations of purported child abduction allegations, non-support cases and suspected fraudulent receipt of welfare grants by gathering, assembling, preserving, and reporting facts and evidence.
- Locates delinquent parents, fraud suspects, witnesses, and other informational sources; evaluates testimony and refers to Child Support Officers when needed.
- Submits investigative reports to Deputy District Attorneys for complaint issuance.
- Assembles and prepares evidence for presentation in court and may appear as a witness.
- Applies proper techniques of arrests, search and seizure in the apprehension of suspects, and the confiscation and proper storage of evidence.
- Responsible for transporting and booking arrestees into County Jail or to court.
- Performs criminal and civil investigations.
- Assists in the inner-office security of the District Attorney's Office.
- May serve legal processes for the District Attorney's Office including search warrants, arrest warrants, and subpoenas.
- Prepares oral and written reports, correspondence, and memoranda.
- Schedules and conducts court-ordered diversion classes.

#### **EXCELLENT BENEFITS PACKAGE:**

- Health insurance
- Excellent retirement plan
- Eleven (11) paid holidays
- Disability and Life insurance
- Paid "time off" (Leave plan)
- Employee Assistance Program

#### **Optional benefits include:**

- Deferred Compensation Plan (County sponsored tax shelter savings plan)
- Flexible Spending Plans-tax shelter (set aside pre-tax \$ to pay for eligible medical, dependent care, and qualified parking and mass transit expenses)
- Fresno County Federal Credit Union - All County employees can take advantage of low interest rates, no annual fees for checking accounts, direct deposit "online banking and many other services.

#### **SELECTION PROCESS: (Tentative)**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for one of the processes listed below:

- Written Examination (weighted 100%) **tentatively scheduled for week of August 28, 2006.**
- Written Examination (weighted 50%) followed by an Oral Examination (weighted 50%). Depending on the number of candidates who pass the written examination, only the top scoring candidates may be invited to participate in the oral examination. Candidates not scoring in the top group may make up an active applicant pool. If additional applicants are needed during the duration of the eligible list, an oral examination will be scheduled for candidates in the applicant pool.
- Oral Examination (weighted 100%). An oral examination includes a panel consisting

of at least two members within a similar field of expertise as the vacancy. Candidates are asked structured questions and must respond orally to allow the panel to evaluate the specific qualifications of each applicant.

Successful candidates will be placed on an employment list effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

**REQUIRED APPLICATION MATERIALS:**

1. Fresno County application
2. Supplemental form

**Please note:** All required application materials must be received (online, by mail, or in person) by the deadline.

**HOW TO APPLY:**

**Online:** [www.jobaps.com/fresno](http://www.jobaps.com/fresno)

Open Job Information Flyer and follow the "to apply online" instructions.

**By mail or in person:** Department of Personnel Services  
2220 Tulare Street, 14th Floor – Fresno County Plaza  
Fresno, CA 93721

Should you feel you need special accommodations for this examination due to a qualifying disability, please contact the Personnel Services Department at (559) 488-3364 at least 5 days prior to your examination.

***EQUAL OPPORTUNITY EMPLOYER***